

## **ADMINISTRATION**

### Evaluation of Administrative Staff

The following criteria and procedures are for the annual evaluation of administrators. For the purpose of this policy, the term “administrators” includes:

- associate superintendent
- assistant superintendents
- executive directors
- directors
- assistant directors/coordinators
- administrators
- principals
- assistant principals

Performance appraisal will normally be conducted according to the administrative line-staff chart, Board of Directors Policy No. 6100.

As assigned by the superintendent, performance appraisal of principals will normally be conducted by the appropriate level director. However, the superintendent may delegate appraisal of principals to other district office administrators. Appraisal of other program administrators or supervisors will be conducted by the department supervisor or as assigned by the superintendent.

### Evaluation Criteria

Evaluations shall be based on the administrator’s job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. For building administrators, evaluation criteria are outlined in the Association of Washington School Principals (AWSP) Leadership Framework. For district administrators, evaluation criteria shall be based on the Washington Association of School Administrators (WASA) Leadership Framework.

### Evaluation Procedures and Timelines

Professional growth and evaluation procedures and timelines for building administrators shall follow those established through the Teacher/Principal Evaluation Program as outlined by the Office of Superintendent of Public Instruction.

Professional growth and evaluation processes and timelines for district administrators, at a minimum, include:

Administrative Regulation No. 6410  
Evaluation of Administrative Staff - Continued

1. Self-assessment. Administrators reflect on their strengths and areas for continued growth by assessing themselves using the designated WASA framework and self-assessment form. Administrators are required to complete the self-assessment by October 15.
2. Goal setting meeting. Administrators meet with their direct supervisor to discuss the self-assessment and to jointly identify annual leadership goals for professional growth. In addition, the supervisor will review those district strategic objectives for which the administrator is responsible. Supervisors are required to schedule and complete goal setting meetings by November 1.
3. Mid-year meeting. Administrators meet with their direct supervisor to jointly discuss and examine evidence of the administrator's progress toward meeting professional growth goals and district strategic objectives. Collecting evidence is a shared responsibility between administrators and their direct supervisor. During the mid-year meeting, administrators bring evidence of their progress toward meeting leadership goals for professional growth and in completing district strategic objectives for which the administrator is responsible. Supervisors will provide formative feedback to administrators. Supervisors are required to schedule and complete mid-year meetings by February 15.
4. Year-end meeting and written summary evaluation. Administrators meet with their direct supervisor to jointly discuss and examine evidence of meeting professional growth goals and district strategic objectives. At the year-end meeting, administrators bring evidence of their completion of meeting leadership goals for professional growth and in completing district strategic objectives for which the administrator is responsible. Supervisors will provide summative feedback to administrators. Supervisors complete written summary evaluation using the designated form. Supervisors and administrators sign the summary evaluation and supervisors submit copy to the Human Resources Department. Supervisors are required to complete year-end meetings by June 1. Supervisors are required to complete written evaluations by June 30 and submit signed copies to Human Resources.